1 December 2001 – 8:30 a.m. Salon H Crystal Gateway Marriott Arlington, Virginia

Members Present

Mister Bruce P. Baughman, FEMA
Director, Operations and Planning Division Response and Recovery Directorate

Colonel Robert Bess, CAP Civil Air Patrol Member-at-Large

Brigadier General Richard L. Bowling, CAP
Civil Air Patrol National Commander

Mister Michael L. Dominguez Assistant Secretary of the Air Force, Manpower and Reserve Affairs

> Lieutenant General Nicholas B. Kehoe, USAF (Ret) Chairman, Civil Air Patrol Board of Governors

Lieutenant General Donald A. Lamontagne, USAF Commander Air University Maxwell Air Force Base, Alabama

> Colonel Michael L. Pannone, CAP Civil Air Patrol Member-at-Large

Doctor Benjamin F. Payton, President Tuskegee University

Lieutenant General Charles F. Wald, USAF Headquarters, United States Air Force, Deputy Chief of Staff, Plans & Operations

> Colonel Dwight H. Wheless, CAP Civil Air Patrol National Vice Commander

Mister Bruce N. Whitman, Executive Vice President Flight Safety International Incorporated

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Schedule

CALL TO ORDER, Lieutenant General Nicholas B. Kehoe, USAF (Ret), Chairman, Civil Air Patrol Board of Governors welcomed the newly appointed members of the BoG: Mr. Dominguez; Lt Gen Lamontagne, USAF; Lt Gen Wald, USAF; and Col Wheless, CAP.

The chairman further noted the 60th Anniversary of Civil Air Patrol, 1 December 2001, and summarized some of its most recent and noteworthy activities following the 11 September 2001 terrorist attacks on America.

CIVIL AIR PATROL BOARD OF GOVERNORS was in Executive Session, 2:23pm until 3:00pm.

CLOSING REMARKS/ADJOURNMENT, Lieutenant General Nicholas B. Kehoe, USAF (Ret), Chairman, Civil Air Patrol Board of Governors thanked the BoG members for taking time out of their busy schedules to be at the meeting and making a commitment to go through this agenda. He added: "It is difficult and I know what kinds of activities people around this table are involved in. I regret that we lost a quorum today and were unable to complete our work. It took some of the air out of our sails. I would also say to you that we had a large agenda and would have had a hard time getting through that agenda in any case. So, we will take a careful look at it in the future. We will also try to ensure that people are going to be available. The loss of the quorum put us in a bind, although it was great to start the meeting with everyone present. It won't be any easier the next time because there will be another National Board meeting and National Executive Committee meeting by the time of our next meeting. So we have to get some of these actions behind us, but it won't be as perfect as it would have been with all of us sitting around the table to discuss the issues and take a vote."

The chairman also thanked the staff of National Headquarters, Civil Air Patrol, for all the time it takes to put this together. And, he thanked all the people who came and gave briefings to the BoG, for their work and time.

The chairman further noted that, from a public relations standpoint, because of the nature of this meeting, the press release needed to be deferred until after the decisions are made on the issues considered by the BoG.

The Board of Governors meeting was adjourned at 5:10pm, Saturday, 1 December 2001.

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| MINUTES |
|--|
| 1. Approval of Previous Meeting Minutes |
| <u>Issue:</u> |
| The minutes of the 6 May 2001 neeting of the CAP Board of Governors were dispatched to all members on 16 May 2001. |
| |
| <u>Discussion:</u> |
| BRIG GEN BOWLING, CAP, moved and LT GEN LAMONTAGNE, USAF, seconded a motion that th BoG approves the minutes of the previous meeting as presented. |
| |
| Action: |
| THE MOTION CARRIED UNANIMOUSLY. This item is CLOSED. |

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MINUTES

2a. Travel for CAP Members of BoG (military rates)

Issue:

At the 6 May 2001 meeting, Col Parkhurst, then CAP-USAF/CC (now retired), briefed that he was continuing to work with the Air Force Auxiliary Board in an attempt to resolve the issue of the possibility of travel at military rates for the CAP members of the Board of Governors.

Discussion:

COL ALLENBACK, CAP-USAF/CC briefed that the Air Force General Counsel has ruled that, absent an express waiver or specific approval from the General Services Administration (GSA), CAP Board of Governors members are ineligible to use the GSA city-pair contract rates for travel (military rates). Col Allenback will request a waiver to allow CAP members to come to the Board of Governors meetings using military rates.

Action:

The results of the requested waiver by Col Allenback will be presented at the next meeting of the Board of Governors.

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| MINUTES |
|--|
| 2b. Designate Funds for Support of BoG Chairman |
| <u>Issue:</u> |
| The Executive Secretary tasked CAP/FM to program \$10K for a CAP appropriated funds budget line item for supporting additional expenses related specifically to the Chair of the governing body. |
| <u>Discussion:</u> |
| The BoG approved the recommendation to defray FAX, telephone, internet connection, miscellaneous expenses and travel of the chairman. Items were added to HQ CAP appropriated funds budget line. |
| Action: |
| This item is CLOSED. |

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MINUTES

2c. Refine Roles/Duties/Responsibilities of Board of Governors

Issue:

At the 6 May 2001 meeting Don Rowland, HQ CAP/XP presented a slide briefing that offered framework roles/duties/responsibilities of the BoG. The BoG agreed in principle to the roles and responsibilities as a framework from which to work. Further refinement on the roles and responsibilities, after research on other precedents, were provided at this meeting.

Discussion:

There was discussion on the need to approve the proposed revised BoG responsibilities without delaying until the next meeting. It was pointed out that the BoG is responsible for establishing basic policies governing the CAP.

MR. BAUGHMAN moved and COL PANNONE, CAP, seconded a motion that the executive secretary put together a final draft version of roles and responsibilities, including establishing basic policies governing the CAP, present this draft to the members of the BoG for their consideration and concurrence within a 30-day time frame.

Action:

THE MOTION CARRIED UNANIMOUSLY.

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MINUTES

2d. Adopt CAP Standing Committees for BoG Utilization

Issue:

Col Joseph D. McMillan, CAP, former National Chief of Staff, presented a slide briefing to the BoG 6 May 2001 on the standing committees and how they may be used at the discretion of the BoG. The BoG approved the recommendation to adopt the current CAP standing committees for future use as appropriate and necessary. Also, to add the Board of Governors to agenda item sources as part of the committee structure.

Discussion:

The executive secretary noted that CAP has abolished the Governance Committee, since this committee is no longer needed.

Action:

This item is CLOSED.

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MINUTES

2e. Constitution and Bylaws Changes

Issue:

At the 6 May 2001 meeting, Lt Col Gordon Odell, CAP, HQ CAP/GCA, briefed and made recommendations for changes to the Constitution and Bylaws for operation of the BoG.

The National Inspector General at the 6 May 2001 meeting presented an overview of the due process system currently used by CAP.

Modifications were made to ARTICLE XIX; ARTICLE VIII; and SECTION 22. Other items not individually considered were referred to the Constitution and Bylaws Committee for review, amendment and action. In addition, the BoG approved recommendations received from the NEC for modification to ARTICLE X and SECTION 10. These modifications, as well as action from the Constitution and Bylaws Committee were presented at this meeting.

Proposed procedures for dealing with complaints against members of the Board of Governors and dealing with complaints against persons reporting directly to the BoG were presented at this meeting.

Discussion:

I. PROPOSED CHANGES THAT WERE REVIEWED BY THE NATIONAL BOARD:

The CAP National Legal Officer briefed the proposed changes that have been reviewed by the National Board/National Executive Committee and recommended for BoG approval. The BoG considered the individual changes listed in the Action section of this agenda item.

II. PROPOSED CHANGES NOT REVIEWED BY THE NATIONAL BOARD:

The CAP National Legal Officer recommended tabling until the next meeting of the Board of Governors, Proposed Amendments to Constitution and Bylaws dealing with complaints against members of the Board of Governors and proposed procedures for dealing with complaints against persons reporting directly to the Board of Governors.

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MINUTES

2e. Constitution and Bylaws Changes (cont'd)

Action:

ARTICLE III, NATIONAL HEADQUARTERS: Delete ", in consultation with the appropriate Air Force agency,".

ARTICLE VIII-A, SELECTION OF SECRETARY OF THE AIR FORCE APPOINTEES TO THE BOARD OF GOVERNORS: Add paragraphs 1 and 2.

ARTICLE VIII-B, SELECTION OF APPOINTEES FROM INTERESTED ORGANIZATIONS TO THE BOARD OF GOVERNORS: Add paragraphs 1 and 2, with a determination by the BoG for term of office.

The BoG discussed term of office for this category. There was a sense that when a company or agency is invited to nominate someone to serve as a member of the BoG, when that person is no longer affiliated with that organization and does not have the capacity to fulfill these duties, he or she will offer a letter of resignation to the Board of Governors. The executive secretary and commander of CAP would then identify a new person to be appointed, possibly from the same agency. The merits of staggering these terms of office were also discussed. *The Constitution and Bylaws Committee is tasked to write the appropriate language for this item for a later vote*.

COL PANNONE, CAP, moved and BRIG GEN BOWLING, CAP, seconded a motion that the BoG approves a 3-year term of office for these members of the Board of Governors.

THE MOTION CARRIED UNANIMOUSLY.

ARTICLE IX-A, CHAIRMAN AND VICE CHAIRMAN OF THE BOARD OF GOVERNORS: Add paragraphs 1, 2, 3, 4 and 5.

ARTICLE XIII, SELECTION OF CORPORATE OFFICERS: In paragraph 1.d., add "and the National Chief of Chaplain Service".

ARTICLE XIV, TERM OF OFFICE: In paragraph 1.c., line one, delete "and" and on line two, add "and the National Chief of Chaplain Service".

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MINUTES

2e. Constitution and Bylaws Changes (cont'd)

Action:

SECTION 6, MEMBERSHIP UNITS: In paragraph 6.1, delete "integral unit" and add "administrative subdivisions".

SECTION 10, CORPORATE OFFICERS, Paragraph 10.10 Executive Director: Paragraph 10.10.a. reads as follows: "Serve as Executive Secretary to the Board of Governors."

SECTION 10, CORPORATE OFFICERS: Add Paragraph 10.11, National Chief of Chaplains. The National Chief of Chaplain Service is the chief chaplain of Civil Air Patrol and shall: Add paragraphs a. through j.

SECTION 13, VOTING AT BOARD OF GOVERNORS, NATIONAL BOARD AND NATIONAL EXECUTIVE COMMITTEE MEETINGS: Add paragraph 13.1.

SECTION 14, MEETINGS OF THE BOARD OF GOVERNORS, NATIONAL BOARD AND NATIONAL EXECUTIVE COMMITTEE: Add paragraphs 14.1 through 14.6.

SECTION 17A, COMMITTEES OF THE BOARD OF GOVERNORS: Add the entire section.

SECTION 18, CONSTITUTION AND BYLAWS COMMITTEE: In reference to paragraph 18.2, some of the CAP members of the BoG objected to proposed changes to the Constitution and Bylaws Committee coming directly to the Board of Governors without review by the National Board or National Executive Committee. There was also disagreement with the Constitution and Bylaws Committee originating changes to the Constitution and Bylaws. There was consensus of the BoG that the National Board needs to be in the coordination chain, unless precluded by time constraints. The Constitution and Bylaws Committee is tasked to rewrite this paragraph for a later vote. Included in the rewrite will be the deletion of: "deemed by the committee to be advisable or".

SECTION 22, QUORUM FOR MEETINGS: There was limited discussion on paragraph 22.1, and *agreement to hold for new business*. Points of discussion: (1) very challenging to have quorum of nine members (out of 11); (2) a recommendation for seven; (3) quorum should be individual members—not a balance of organizations.

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MINUTES

2e. Constitution and Bylaws Changes (cont'd)

Action:

NOTE: The imminent need to change the quorum became even more evident later in the meeting when three members of the BoG departed before the close of the meeting, leaving the BoG with no quorum to complete business. The critical unfinished business of the BoG will be sent out for an electronic vote. Following the 1 December 2001 meeting, the quorum was changed, by fax vote, from nine to seven members.

SECTION 25, GENERAL STANDARDS OF CONDUCT FOR MEMBERS OF BOARD OF GOVERNORS: Add all the paragraphs, except 25.3. There was a question as to the exact meaning of paragraph 25.3 and the Chairman asked the lawyers to see if there was a way to make it clearer.

SECTION 26, MEMBER OF THE BOARD OF GOVERNORS CONFLICT OF INTEREST: Add the entire section.

SECTION 27, INDEMNIFICATION OF MEMBERS OF THE BOARD OF GOVERNORS: Add the entire section.

COL BESS, CAP, moved and DR. PAYTON seconded a motion that the BoG approve the recommended changes to the CAP Constitution and Bylaws, except those items determined by the BoG that need to be clarified. (Exceptions: ARTICLE VIII-B and SECTIONS 18.2, 22.1 and 25.3)

THE MOTION CARRIED UNANIMOUSLY.

Members of the BoG noted that while it may not be absolutely necessary for the National Board to review every action of the Constitution and Bylaws Committee, it would be a courtesy to do so. Attention was also called to the fact that the National Board is a tremendous resource for the BoG and should be utilized.

COL WHELESS, CAP, moved and BRIG GEN BOWLING, CAP, seconded a motion that the BoG defer any discussion or action on APPENDIX E of the agenda package until the next meeting; and that it refer those matters to the National Board for its advice.

THE MOTION CARRIED.

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MINUTES

2f. Statement of Work Renegotiation

Issue:

At the 6 May 2001 meeting, Don Rowland, HQ CAP/XP presented an overview of the Statement of Work to include paragraphs to be renegotiated.

Discussion:

The CAP-USAF commander briefed the progression of the renegotiated Statement of Work and added that generally CAP has done a good job on the Statement of Work.

GEN BOWLING, CAP, moved and LT GEN LAMONTAGNE, USAF, seconded a motion that the BoG approves the recommendations of the working group, on the Statement of Work renegotiations.

Action:

THE MOTION CARRIED UNANIMOUSLY. This item is CLOSED.

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| MINUTES |
|---|
| 2g. Letter to SecAF from Chairman |
| <u>Issue:</u> |
| At the 6 May meeting, the BoG asked the chairman to support FY02 CAP funding levels, as briefed by AF/XOO, through a letter to SecAF. |
| Discussion: |
| The chairman wrote a letter to the Secretary of the Air Force and to the Chief of Staff summarizing th last meeting of the BoG, highlighting the results achieved. He received feedback from both. The chairman plans to send another letter following this meeting, and succeeding meetings. |
| |
| Action: |
| This item is CLOSED. |

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MINUTES

2h. Headquarters CAP Employee Performance-Based Awards

Issue:

At the 6 May meeting, Civil Air Patrol Executive Director, Col Robert Brooks, CAP, requested continuance of policy to allow use of end-of-year fallout money to give performance-based awards, ranging from zero to 3 percent, to some corporate employees at National Headquarters.

Discussion:

The Board approved a motion to allow a 0-3 percent performance-based awards program, dependent on availability of fallout funds.

Action:

This item is CLOSED.

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MINUTES

2i. Press Release to Announce Meeting

Issue:

The Chairman requested that HQ CAP/PA, in coordination with HQ AU/PA prepare a press release covering the meeting. A copy of the press release covering the 6 May 2001 meeting of the Board of Governors was made available at this meeting.

Discussion:

The chairman recommended that press releases to following BoG meetings be continued. He also commented on the need to continue to emphasize the importance that press and the media play on behalf of CAP with both the linkage to the Air Force as its auxiliary and also its great achievements. He acknowledged that CAP-USAF, AU and the Air Force are helping as much as possible. He also encouraged the Air Force Auxiliary Board (AFAB) to continue to work with Air Force PA to highlight CAP events. HQ CAP will also increase its efforts to provide appropriate information.

Action:

This item is CLOSED.

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MINUTES

3. Air Force Support to CAP at Air Bases

Issue:

Air Force Instruction 36-5001, *Organization and Function of the Civil Air Patrol*, states any U.S. Air Force, DoD, or Federal, state, or local agency may provide support to CAP. The CAP Headquarters staff believes the Air Force Instruction periodically needs to be reinforced through correspondence from CSAF to MAJCOM and installation commanders. At this meeting, Don Rowland, HQ CAP/XP presented a slide briefing outlining authorized Air Force support, CAP success with past support experiences and recommendations for additional facility, services and equipment support.

Conclusions:

There was discussion on current efforts by the Air Force to allow CAP members access to installations due to tightened security. There was mention that efforts are underway to offer CAP support to assist military installations with their security or in other areas. There was also a suggestion that opening active duty schools, whenever possible, to CAP would result in a better-trained auxiliary.

The chairman stated that in his follow-up letter to the Secretary he would highlight some of the initiatives already underway to enhance awareness in a broader section of the Air Force.

Action:

This item is CLOSED, however, the issue of Air Force Support to CAP at Air Bases will be revisited as necessary.

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MINUTES

4. CAP Liaison Staff Transition to CAP-USAF

Issue:

Federal Legislation of 27 February 2001 calls for the CAP Liaison staff to be transferred from CAP to Air Force employment. Previous discussions augmented the following interests for the LO/LNCO restructure: (1) the positions will be advertised; (2) current LOs/LNCOs will need to be qualified for federal service (there is no guarantee the incumbents will be hired); (3) when current duty job descriptions are received by the Air Force Personnel Center, the GS ratings will be assigned; (4) when civil service job (designated as permanent) is advertised, it cannot be limited to retired officer or NCO; (5) The name of the position will change.

Further dialogue visited the issue of the dress code, in consideration of clothing or nameplate identifying the position. At the August 2001 meeting of the CAP National Board, Col Thomas Weston, North Dakota wing commander expressed concern that the new civil service structure wearing business suits instead of uniforms will lessen their effectiveness as being recognized for the stature and bearing they carry. Although appropriate to provide comments, this subject involves very difficult legal issues that are being addressed by government officials.

Col Mark Richardson, CAP-USAF/CV presented a slide briefing outlining the options facing the Air Force on this issue and addressed concerns and legality of civilian government employees' dress code.

Discussion:

During discussion it was pointed out that the CAP-USAF position is not to seek a waiver to allow these employees to wear a uniform, and CAP believes that because of the very high reputation these people have earned, they will be just as effective in a civilian suit.

Action:

The consensus of the BoG is that this transition is going in the right direction. This item is CLOSED.

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MINUTES

5. CAP Counterdrug Program—BoG Support

Issue:

DEA, Customs and other war on drugs customers have identified CAP support as a critical element to their success. Col John Kittle, USAF (Ret.), Chief, CAP Counterdrug Plans presented an overview of the counterdrug program including the CD mission statement, the history of the CD program and the future goals of the CD program.

Discussion:

There was discussion on the funding for this program. It was explained that the Assistant Secretary of Defense for Special Operations, is responsible for the POM for all CD resources, and that has been split for budget executive purposes into the individual military services. This is how a CD budget ends up in the Air Force, but the decisions on how the money is spent are made at the OSD level. The CD funds are currently separated from Operations and Maintenance, but if, in the future, the language changes to provide funds for CD and Homeland Security, co-mingling of funds may be allowed. There was also an explanation of the validation of CAP's contribution to this program. Air Force officials offered to help CAP with the documentation of CAP activity in support of the CD program, as well as improve reporting procedures. Also, the need for Air Force oversight was emphasized, as well as strengthening the validation of the requirement.

The chairman suggested that the BoG endorse the value of the CAP CD program (the benefit resulting in decreased active duty military commitments which would cost more), and recommend continuing SAF support to OSD for resources to meet valid CD mission requirements.

BRIG GEN BOWLING, CAP, moved and LT GEN LAMONTAGNE, USAF, seconded a motion that the BoG (1) endorse the current value of CAP involvement in the CD program and (2) recommend to SAF that he continue to support the allocation of resources when he goes forward to OSD.

Action:

THE MOTION CARRIED UNANIMOUSLY. This item is CLOSED.

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MINUTES

6. CAP Fundraising Strategies

Issue:

CAP Regulation 173-4, *Fund Raising/Donations* states, "CAP needs for operating funds, equipment, supplies, facilities, member training and enrichment, etc. can be greatly assisted by an active fund raising program..." Mr. George Freeman, HQ CAP/PAF presented a slide briefing on the proposed fundraising strategies. He introduced Mr. Larry Camp, President of Camp & Associates, Inc.

Discussion:

Mr. Camp introduced Mr. Ashton Lewis, Sr., Mr. Charles Lewis and Mr. Ashton Lewis, Jr., of Lewis Motorsports. He briefed the proposed NASCAR Sponsorship program for CAP, which was presented at the November 2001 National Executive Committee meeting. This proposal was fully supported by the National Executive Committee in the following resolution:

"That the NEC recommend to the Board of Governors that CAP enter into a marketing agreement with Camp and Associates, Inc. for a racing sponsorship in the Busch Series with Lewis Motorsports."

Mr. Camp summarized to the BoG some of the benefits of approving this fundraising activity for CAP:

- National exposure
- National branding of the mission of CAP
- Increased membership through active recruitment on national scale
- Create an associate sponsorship program
- Create additional corporate support
- An on-going platform of development

Mr. Freeman distributed a copy of the revenue projections, which are considered to be on the conservative level. He also outlined the steps being taken to identify the financial needs at wing and squadron level, and the measurement standards to evaluate the performance of this program. He recommended that the Board of Governors approve this initiative.

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MINUTES

6. CAP Fundraising Strategies (cont'd)

Discussion:

After a break to view No. 46 car, which had been painted to depict CAP advertising, the chairman announced that with the untimely departure of three members of the BoG, there was not a quorum for the purpose of conducting further business. However, the chairman allowed discussion to continue in order to get a sense of the remaining members, for this and all remaining issues, with an intention of following-up to obtain the necessary votes on the issues that would have been voted on.

There was a lengthy discussion on whether this investment is in the best interest of CAP. The following points were clarified:

- A 3-year package with a clause in the draft contract that says by August 2002, if not performing to our expectations, the contract is dissolved.
- There is specific planning to assess needs in each wing for the prioritization of how the incoming revenue will be spent. The first year's revenue will be reprogrammed into CAP's program.
- That it is corporate dollars being invested in this endeavor.
- That corporate dollars and appropriated dollars are in separate accounts.
- Review of CAP Overview of Investment Program & Market Performance, 27 October 2001, attachment 2 to Finance Committee minutes, 1 November 2001.
- Need for sufficient planning to deal with greatly increased membership with a percentage of revenue earmarked to strengthen the infrastructure nationwide.
- For first year funds, the plan is, after funding a program for next year, any excess would not be put into investments, but into training/orientation identified by regions, and the disbursements of funds where needed could be made, with approval of the BoG, for real time program growth and support.
- Need for a solid plan presented at next meeting of the BoG to give the BoG members high confidence that CAP is moving in the right direction on utilization of these funds.

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MINUTES

6. CAP Fundraising Strategies (cont'd)

Action:

The BoG decision-making process for this proposal is to give approval (for the Executive Director to enter into a contract with Lewis Motorsports, and to work with the Chief of Staff and National Finance Officer of CAP to start moving funds as deemed necessary).

A plan will be developed for the disbursement of revenue funds for the benefit of CAP and presented to the BoG at its next meeting for approval.

The chairman stated that he sensed there is a reasonable satisfaction on this proposal and it needs to be formalized. Following the 1 December 2001 meeting, the BoG approved, by fax ballot, the agreements with Camp and Associates and Lewis Motorsports. This itemis CLOSED.

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MINUTES 7. Possible CAP Aircraft Fleet Upgrades Issue: New technology is now available to enhance CAP search and rescue capabilities. **Discussion:** Col Drew Alexa, CAP, Advanced Technologies Coordinator, introduced Dan Cronin, Boeing Autometrics, who along with Brian Collins and Paul Roberts presented a slide briefing on new technology that is now available to enhance CAP search and rescue capabilities. Action: This is an information item only. NO ACTION REQUIRED AT THIS TIME.

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MINUTES

8. Cost of Living Increase for CAP Headquarters Employees

Issue:

The cost of living has increased steadily at an average annual rate of approximately 4 percent. The result of the cumulative cost of living affects everyone. Acknowledging that price movements are helpful to maintain a stable economy, it is equally significant to regard that historically sustained price increases were directly linked to wars, political upheavals and other unique events. Based on a current financial market analysis, this economic strategy is offered as a stabilization effort to the Headquarters staff.

Discussion:

Col Brooks, HQ CAP/EX presented supporting documentation for cost of living salary increases for CAP Headquarters employees as an annual effort to assist corporate employees in maintaining their current standard of living and to remain competitive in today's job market.

Action:

There were no objections or concerns about the proposal. The chairman stated that this item will be sent out to the BoG for an ELECTRONIC VOTE. Following the 1 December 2001 meeting, the BoG approved, by fax vote, the requested cost of living increase for CAP Headquarters employees. This item is CLOSED.

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MINUTES

9. Possible Roles for CAP in Homeland Security

Issue:

Homeland Security is not a new concept, but it will receive increased attention in the days to come. Based on past experiences, it is foreseeable that CAP will be assigned a diverse role in Homeland Security efforts.

Discussion:

Col Allenback, CAP-USAF/CC presented a slide briefing on the possible roles for CAP and provided suggested homeland security initiatives. He recommended that the BoG endorse potential CAP roles in support of homeland security efforts.

During discussion it was pointed out that these suggested potential missions need to be communicated to Tom Ridge, Director of the Office of Homeland Security, and his staff, at an appropriate time. It was noted that the Air Force is setting up a homeland security directorate. Also, CAP has appointed a director for homeland security and under that, coordinators for rapid response, advanced technologies, FEMA, USCGA and narco-terrorism. It was suggested that CAP brief the Air Staff on its homeland security capabilities, and in an exchange the requirements could be identified. A copy of CAP's homeland security pamphlet will be sent to members of the BoG.

Action:

The chairman stated that the intention here was for the BoG to endorse potential CAP roles in support of homeland security, and to ensure that the Air Force is in full coordination with CAP in this effort.

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MINUTES

10. Recommendations Referred by NB (16 August 2001 Meeting)

Issue:

The following items are forwarded to the BoG by the CAP National Board from its 16 Aug 01 meeting:

- 1. CAP Strategic Plan
- 2. Constitution and Bylaws Changes
- 3. Dress of LO/LNCO
- 4. Pre-M.A.R.B.

Discussion:

10a. CAP STRATEGIC PLAN

10b. CONSTITUTION AND BYLAWS CHANGES

10c. DRESS OF LO/LNCO

10d. Pre-M.A.R.B.

Action:

10a. CAP Strategic Plan – The chairman stated that the intention here was for the BoG to review and approve the strategic plan. THIS ITEM WILL BE DEFERRED UNTIL THE NEXT MEETING OF THE BOG.

- 10b. Constitution and Bylaws Changes THIS ITEM WAS COVERED UNDER ITEM 2e.
- 10c. Dress of LO/LNCO THIS ITEM WAS COVERED UNDER ITEM 4.

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MINUTES

10. Recommendations Referred by NB (16 August 2001 Meeting) cont'd

Action:

10d. Pre-M.A.R.B. – The National Board established a committee to review involuntary non-renewal actions completed during the period 26 February 1996 through 26 February 2001. A synopsis of actions subsequent to the National Board in August was provided. As of 28 November 2001, there were 36 eligible applicants (former members) for the Pre-M.A.R.B. (Membership Action Review Board) process. Fourteen had requested review. Fourteen did not respond during the allotted time, three still have time to respond and there are five for whom HQ CAP has not been able to find addresses.

The chairman further explained that this item resulted from some actions that were decided prior to the structure that is currently in place. This new process was established to allow former CAP members who did not feel they had received a fair review the first time, to again apply for membership. The chairman added: "If this process is kept honest and open, I think we have the opportunity to minimize the majority of the concerns that had lingered from the past where there was some doubt about the integrity of the process."

1 December 2001 – 8:30 a.m. Salon H Crystal Gateway Marriott Arlington, Virginia

MINUTES

11. Recommendations Referred by NEC (2-3 November 2001 Meeting)

Issue:

The following items are forwarded to the BoG by the CAP National Executive Committee from its 2-3 Nov 01 meeting:

- 1. Finance Committee
- 2. Fundraising Initiatives
- 3. FY04-09 POM
- 4. Salvation Army MOU

Discussion:

11a. FINANCE COMMITTEE

11b. FUNDRAISING INITIATIVES

11c. FY04-09 POM

11d. SALVATION ARMY MOU

Action:

11a. Finance Committee – Mr. Hicks, HQ CAP/FM provided a slide briefing on NEC financial issues: (1) loan forgiveness, (2) hull self-insurance, and (3) resolution to remove funds from investments.

There were explanations as to the issue of loan forgiveness. There was a suggestion that in the case of the loan to the Congressional Squadron, where there is no source of income to repay a loan, the money to build a hangar should probably have been a grant in the first place. Also, the BoG would like to have the rationale to justify a request to forgive a ban. There was a suggestion that since there is no requirement to retain funds in a HSI account, why not use those funds for the other expenditures where money is needed.

1 December 2001 – 8:30 a.m. Salon H Crystal Gateway Marriott Arlington, Virginia

MINUTES

11. Recommendations Referred by NEC (2-3 November 2001 Meeting) cont'd

Action:

The chairman clarified that the LOAN FORGIVENESS ITEM IS NOT READY FOR VOTE, BUT NEEDS TO COME BACK TO THE BOG WITH RATIONALE FOR THE FORGIVENESS TO DOCUMENT THE FILE.

11b. Fundraising Initiatives – THIS ITEM WAS COVERED UNDER AGENDA ITEM 6, AND THERE WILL NEED TO BE AN ELECTRONIC VOTE. Approved following the 1 December 2001 meeting.

11c. FY04-09 – Col Brooks, HQ CAP/EX explained that a lot of data is provided in the POM input. He admitted there are inflation factors in there due to anticipated homeland security growth, communications equipment and other things. He recalled last year's POM, which resulted in a long validation process that CAP and the Air Force finally agreed upon for FY03. This validation process will begin after the first of the year.

The chairman suggested that INSTEAD OF THE BOG APPROVING THE FY04-09 POM, THE ACTION OF THE BOARD OF GOVERNORS SHOULD BE TO APPROVE THE PROCESS TO GO FORWARD TO THE AIR FORCE AND VALIDATE THOSE REQUIREMENTS AND THEN ADJUST THEM AS REQUIRED. THERE WILL NEED TO BE AN ELECTRONIC VOTE. Following the 1 December 2001 meeting, the BoG adopted the process.

11d. Salvation Army MOU – Col Leibowitz, HQ CAP/GC briefed that CAP has several *Memoranda of Understanding* with a number of national agencies and most states. For the ones that are between CAP, as a national organization, and other national entities or federal agencies, current regulations require approval by the BoG. The Salvation Army MOU basically says that CAP will provide air transportation, ground transportation, communications and shelter assistance to support the Salvation Army in times of national disaster. The Salvation Army will provide meals, vehicles, counseling, guidance and religious services to CAP. If funding is not provided to the Air Force under AFNSEP for approval, then there is a mechanism in the MOU where the Salvation Army can reimburse CAP for the expenses of flying and miscellaneous expenses. The NEC recommended that this MOU be approved. A copy of the MOU was provided.

The chairman stated that the SALVATION ARMY MOU WILL BE SENT TO THE BOG FOR AN ELECTRONIC VOTE, AS SOON AS POSSIBLE. Following 1 December 2001 meeting the BoG approved, by fax vote, the Salvation Army MOU.

1 December 2001 – 8:30 a.m. Salon H Crystal Gateway Marriott Arlington, Virginia

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12. New Business

Issues:

1. CAP Flight Surgeon – Col Pannone, CAP requested that Major, MD, George L. Stewart, CAP, Medical Officer, Alaska wing, be allowed to talk about the flight surgeon process.

Discussion:

Maj Stewart, CAP, Alaska wing, distributed three documents (1) the existing CAPR 160-1, 1 June 1993; (2) a proposed CAPR 160-1, 1 September 2001 and (3) a preamble and a proposal to reactivate the position of CAP Flight Surgeon. He provided his background in CAP. He read his proposal for the consideration of the BoG, in the future.

Action:

The chairman stated that the BOG WILL REFER THIS PROPOSAL TO THE APPROPRIATE CAP COMMITTEE.

1 December 2001 – 8:30 a.m. Salon H Crystal Gateway Marriott Arlington, Virginia

| | MINUTES |
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| | 13. Next Meeting |
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| | ol Brooks, CAP, Board of Governors Executive Secretary proposed that the next meeting of the pard of Governors be held on 1 June 2002 in Washington DC. |
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